Stage Equipment Request

Saint John High School

Requested by:		Phone #	
Group Name			
Show Dates Needed		Times Needed	
Rehearsal Dates Needed		Times Needed	

Description of the Event

Equipment Requests

Sound / Video (rental rates will apply to all equipment other than 2 podium microphones. Please check for availability.)

Microphones	YES ❑ NO ❑	How Many	Type Regular ❑ Wireless ❑ Overhead ❑
Location of Microphones Use the stage drawing on the back to show locations		Microphone Stands ❑ Podium ❑	
Recorded Music	YES ❑ NO ❑	Format Tape ❑ CD ❑ MP3 ❑ Other ❑	

**** Please provide a detailed list of what music and when it is to be played. **** (Use: *Variety Show Acts Outline.pdf*)
Also provide the tape or CD, the name, the track #, or location on tape. Make sure your name is on the CD or Tape.

In Focus Projection	YES ❑ NO ❑	Computer Presentation ❑ Power Point
Video	YES ❑ NO ❑	Format VHS ❑ Computer ❑ DVD ❑

Please provide the Tape or CD or Disk, the name, the track #, or location. Make sure your name is on the CD Disk or Tape.

Overhead Projector	YES ❑ NO ❑	Give details below or use the stage drawing on the back to show locations

Instruments	Is power required for amps etc.	YES ❑ NO ❑		
Give details below or use the stage drawing on the back to show locations				
Piano	YES ❑ NO ❑	Grand Piano ❑	Upright Piano ❑	Electric Piano ❑

*** The use of any SJHS Piano must be approved by the School Administration ***

Lighting	Follow Spots	YES ❑ NO ❑	# Required 1 ❑ or 2 ❑

Special Lighting Focus ❑ Give details below or use the stage drawing on the back to show locations

Special Colour Washes ❑ Give details below or use the stage drawing on the back to show locations

Signature: Date:

For Office Use Only

Approved: **Date:**

Saint John High Auditorium

Please Mark the locations of any Microphones, Furniture, Special Focused lighting, or other details on the diagram below.

